



May 7, 2003

DESIGN MEMORANDUM No. 03-04
TECHNICAL ADVISORY

TO: All Design, Operations, and District Personnel, and Consultants

FROM: /s/ Anthony L. Uremovich
Anthony L. Uremovich
Acting Design Policy Engineer
Contracts and Construction Division

SUBJECT: Revised Pay Items

EFFECTIVE: Immediately

The designer should be certain that the estimating software's pay items catalog to be used in developing the estimate of quantities and cost estimate corresponds to that which is effective for the contract letting date. Pay item names, pay units, or code numbers are periodically revised, added, or deleted. It is the designer's responsibility to check the estimating software when these changes occur, and to be certain that they are reflected in the estimate of quantities and cost estimate throughout project development.